

Lobbyist *Seminar*



Lobbying Compliance Seminar

February 24, 2014

Rhode Island Department of Health
Auditorium

Lobbyist *Seminar*



Who must register?

- Lobbyists
 - Legislative
 - Governmental
 - Limited
 - Executive
- Firms
- Entities

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- **Legislative Lobbyists**

- Any person who actively engages the General Assembly in the legislative process.
- Must register within 7 days after date of employment.
- Lobbyist, entity and, if any, firm must register.
- File monthly, final and annual reports.
- Must wear his or her badge at all times while in the State House during any legislative session or committee hearings.
- Needs to register each legislative year.

- **Executive Lobbyists**

- Acting directly or soliciting others to act for the purpose of promoting, opposing, or influencing:
 - (A) any policy-making decisions or policy-making actions of the executive branch of government or of public corporations;
 - (B) any decisions or actions on the part of the executive branch of government or any public corporation involving the sale, lease or other alienation or encumbrance of any real property owned or leased by the state or any public corporation.
- NOTE: This does not include the Governor's action(s) within the legislative process.
- Must register yearly.
- Must register within 7 days of employment.
- Reports are due twice a year (January – June and July – December).
- Annual reports are not required
- There is no fee or badge

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- **Limited Lobbyists**

- A person whose **sole lobbying activity is testifying** at a public hearing of a legislative committee or commission no more than twice during the legislative session, either on behalf of a for profit organization or entity or who receives compensation for the appearance.
- Required to register prior to testifying.
- Also needs to list compensation.
- Exempt from all other reporting requirements.

- **Governmental Lobbyists**

- Any employee of any branch of federal, state, or local government acting in his or her official capacity shall register his or her name and the agency which he or she represents.
- Each governmental employee and entity shall annually register his or her name commencing with the year he or she begins lobbying activity.
- Are exempt from all reporting.
- Agents for Public Corporations are not considered governmental lobbyists.

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How to register

- Completed online at: lobbytracker.sos.ri.gov
- All registrations begin with the entity.
- If there is a firm the entity requests the firm **not the lobbyist.**
- If there is no firm the lobbyist is requested directly.
- The user will need to login to the LobbyTracker website. (lobbytracker.sos.ri.gov)
- If you already have an account login with your username and password.

State of Rhode Island
A. Ralph Mollis
SECRETARY OF STATE

LobbyTracker

Welcome to Secretary of State Lobbyist Information Portal

State law requires Legislative and Executive Branch lobbyists, lobbying firms and their clients to register with us and to report a variety of data regarding their activities. Our searchable database includes the name of every registered lobbyist

Registered User Login

Username:

Password:

[Login](#) [Reset](#)

[Forgot password?](#)

Registration Statistics: 2014		Other Links	Contact Us
Entities	199	Entity Registration	82 Smith Street
Lobbyists	254	Public Reports	Providence, RI 02903-1119
Lobby Firms	14	Guide	Phone: (401) 222-3983
		FAQ	Email us: LobbyTracker@sos.ri.gov
		Support	Directions

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How to create a new entity

- Search for your entity in the yellow box (You will need to use the “tab” key on the keyboard to move from this field)
- If your entity is not listed, enter it into the “Entity Name” field
- Search for the “Primary Contact” by last name in the yellow box (You will need to use the “tab” key on the keyboard to move from this field)
- If listed, select the person’s name.
- If not listed, enter the name using the proper name fields
- Enter all requested contact information
- Enter the security code
- Click “Submit”
- Retrieve the temporary password from your email
- Login to the program
- Change your password
- Enter the contact information for the “Primary Contact”
- Enter the contact information for the Entity
- If you would like to add an Authorized User fill out the contact information in the “Users” section
- In the “Set Role” field select “Authorized User”
- Select “Submit”

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ENTITY REGISTRATION

Search for Entity:

Note: Please type at least 3 characters

Entity Name: *

Search for Primary Contact by Last Name:

Note: Please type at least 3 characters

New Primary Contact:

Last Name: *

First Name: *

Username: *

Email Address: *

Phone Number: *

 () - ext:

Enter the security code *



Regenerate Code

Submit

Clear

Back



Application for User ID / Password:

- If the Name of Entity appears then, click "**Forgot Password?**" link near login to get login information.
- If the Name of Entity does not appear, Please fill the following form. An Email with login information will be sent to the responsible person once this information is verified.

Creating new entity page

Primary Contact profile page

PERSONAL PROFILE - ANTHONY ROPE

WELCOME! ANTHONY ROPE



Update Your Profile

Last Name: *

First Name: *

Email Address: *

Phone Number: *

 (401) 222 - 2222 Ext

Fax Number:

 () -

Occupation:

Residential Address (Not Published)

Street Address 1: *

Street Address 2:

City: *

State: *

 Rhode Island

Zip: *

 -

Mailing Address (Published)

Street Address 1:

Street Address 2:

City:

State:

 Rhode Island

Zip:


 -

Update Profile

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Business Profile page



State of Rhode Island
A. Ralph Mollis
SECRETARY OF STATE

Lobby Tracker

[Guide](#) [FAQ's](#) [Logout](#)

WELCOME! ANTHONY ROPE (SUNSHINE CORPORATION) ENTITY ?

Business

Name of Entity:

Sunshine Corporation

Type of Entity:

--Select Type of Entity--

Contact Email Address:

Business Address 1:

Business Address 2:

City:

State:

Rhode Island

Zip:

Upload File:

Browse

No file selected.

Note: Please upload .DOC or .PDF file of max size 15 MB

Users

Search for User by Last Name:

Note: Please type at least 3 characters

Last Name:

First Name:

Username:

Email Address:

Phone Number:

Set Role:

--Select--

Add

Clear

Name	Role	UserName	Email	Start Date	End Date	Actions
Anthony Rope	Primary Contact	sunshine	sdcicola@sos.ri.gov	02/19/2014		

Continue

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How to request a firm

- Login to the LobbyTracker system as the entity
- Select “Lobby Firm” from the left-hand side of the dashboard
- Select “Add New Firm” on the right hand side of the page

DASHBOARD

WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY ?

My Message

Welcome to Lobby Tracker3

Registrations Awaiting Your Certification

No Awaiting Certification.

Pending Relationships

No Pending Relationships.

My Statistics

Registered Lobby Firms	0
Registered Lobbyists	0

Outstanding Filings

No Outstanding Filings.

LOBBY FIRM

WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY ?

For Sunshine Corporation

Session: Legislative Session 2014



Add New Firm

No records found.

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LOBBY FIRM

 WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY 

Session: Legislative Session 2014



Lobby Firm Information

Search by Lobby Firm:

Note: Please type at least 3 characters

Lobby Firm Name: *

Username: *

Contact Email Address: *

Type of Lobbying: *

--Select Lobby Type--

Lobby Start Date: *

01/01/2014

Lobby End
Date: *

12/31/2014

Continue

Save Draft

Clear

Cancel

- Search for Firm
- **If on the list, select the firm**
 - Select “Type of Lobbying”
 - Enter “Start” and “End” dates
 - Click continue
- **If NOT on the list**
 - Enter Name
 - Select “Type of Lobbying”
 - Enter “Start” and “End” dates
 - Click continue

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LOBBY FIRM

WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY



Session: Legislative Session 2014



Terms of Compensation ?

Term: * --Select Term--

Amount: * \$

Add Compensation

No Terms of Compensation found.

Topics

Topics: *
Note: Please type at least 3 characters

Add Topic

No Topics found.

Bills

Bill Number: *
Note: Please type at least 3 numbers

Stance: --Select Stance--

Add Bill

No Bills found.

Continue

Save Draft

Clear

Back

Cancel

1. Enter the terms of compensation
2. Enter amount
3. Select "Add Compensation"
4. Enter the topic(s)
5. Select "Add Topic"
4. Enter the bill(s), if known
5. Select stance
5. Select "Add Bills"
6. Select Continue
7. Review registration
8. Agree to certification page
9. Select "Send to Lobby Firm"

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How to request a lobbyist (either as a firm or an entity)

- Login to the LobbyTracker system
- Select “Lobbyist” from the left-hand side of the dashboard
- Select “Add New Lobbyist” on the right hand side of the page

DASHBOARD

RELATIONSHIPS

Lobby Firm

Lobbyist

BUSINESS PROFILE

PERSONAL PROFILE

AWAITING FOR CERTIFICATION

DASHBOARD

My Message

Welcome to Lobby Tracker3

Registrations Awaiting Your Certification

No Awaiting Certification.

Pending Relationships

No Pending Relationships.

WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY ?

My Statistics

Registered Lobby Firms	0
Registered Lobbyists	0

Outstanding Filings

No Outstanding Filings.

LOBBYIST

WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY ?

For Sunshine Corporation

Session: Legislative Session 2014

Add New Lobbyist

No records found.

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- If on the list, select the firm
 - Enter the email address
 - Select “Type of Lobbying”
 - Enter “Start” and “End” dates
 - Click continue
- If NOT on the list
 - Enter the first and last name
 - Enter the email address
 - Select “Type of Lobbying”
 - Enter “Start” and “End” dates
 - Click continue

LOBBYIST WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY ?

Session: Legislative Session 2014

Relationships Details Review Certification

Lobbyist Information

Search by Last Name: Note: Please type at least 3 characters

Last Name: First Name:

Username: Email Address:

Type of Lobbying:

Lobby Start Date:

Lobby End Date:

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LOBBYIST WELCOME! ANTHONY ROPE (Sunshine Corporation) ENTITY ?

Session: Legislative Session 2014

Relationships Details Review Certification

Terms of Compensation ?

Term: * --Select Term-- Amount: * \$ **Add Compensation**

No Terms of Compensation found.

Topics

Topics: * **Add Topic**

Note: Please type at least 3 characters

No Topics found.

Bills

Bill Number: Stance: --Select Stance-- **Add Bill**

Note: Please type at least 3 numbers

No Bills found.

Continue Save Draft Clear Back Cancel

1. Enter the terms of compensation
2. Enter amount
3. Select "Add Compensation"
4. Enter the topic(s)
5. Select "Add Topic"
6. Enter the bill(s), if known
7. Enter Stance
8. Select "Add Bills"
9. Select Continue
10. Review registration
11. Agree to certification page
12. Select "Send to Lobbyist"

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How to accept a lobby firm request

- If you are already a registered firm:
 - Login to the LobbyTracker website
 - On your dashboard select the “Review” button under “Registrations Awaiting your Certification”
 - Review registration request
 - Confirm the certification page
 - Select Accept or Decline
 - If you Decline, please enter your reason for declining the request
 - This message will be forwarded to the entity

DASHBOARD

WELCOME! MICHELLE PUBLIVC (Clear Expectations) LOBBY FIRM ?

My Message

Welcome to Lobby Tracker3

Registrations Awaiting Your Certification

Relationship Name	Business Type	Lobby Type	Status	Request Date	Actions
Sunshine Corporation	Entity	Executive & Legislative	Awaiting Firm Approval	02/19/2014	EG

Pending Relationships

No Pending Relationships.

My Statistics

Registered Entities	0
Registered Lobby Firms	0
Registered Lobbyists	0

Outstanding Filings

No Outstanding Filings.

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- **If you are a NEW lobby firm**
 - Login to the LobbyTracker website using your email and temporary password emailed to you
 - Enter the contact information for the “Primary Contact”
 - Enter the contact information for the “Entity”
 - If you would like to add an Authorized User, fill out the contact information in the “Users” section
 - In the “Set Role” field, select “Authorized User”
 - Select “Submit”
 - On your dashboard, select the “Review” button under “Registrations Awaiting your Certification”
 - Review registration request
 - Confirm the certification page
 - Select Accept or Decline
 - If you Decline, please enter your reason for declining the request
 - This message will be forwarded to the entity

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How to accept a lobbyist request

- **If you are already a registered lobbyist**
 - Login to the LobbyTracker website
 - On your dashboard select the “Review” button under “Registrations Awaiting your Certification”
 - Review registration request
 - Confirm the certification page
 - Select Accept or Decline
 - If you Decline, please enter your reason for declining the request
 - This message will be forwarded to the entity/firm

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- **If you are a NEW lobbyist**
 - Login to the LobbyTracker website using your email and temporary password emailed to you
 - Enter the contact information for the lobbyist
 - If you would like to add an Authorized User, please fill out the contact information in the “Users” section
 - In the “Set Role” field, select “Authorized User”
 - Select “Submit”
 - On your dashboard select the “Review” button under “Registrations Awaiting your Certification”
 - Review registration request
 - Confirm the certification page
 - Select Accept or Decline
 - If you Decline, please enter your reason for declining the request
 - This message will be forwarded to the entity

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DASHBOARD

WELCOME! RICHARD M. MCAULIFFE (Richard M. McAuliffe) LOBBYIST ?

My Message

Welcome to Lobby Tracker3

Registrations Awaiting Your Certification

Relationship Name	Business Type	Lobby Type	Status	Request Date	Actions
Clear Expectations	Lobby Firm	Legislative	Awaiting Lobbyist Approval	02/19/2014	

Pending Relationships

No Pending Relationships.

My Statistics

Registered Lobby Firms	0
Registered Entities	0

Outstanding Filings

No Outstanding Filings.

CERTIFICATION

WELCOME! RICHARD M. MCAULIFFE (RICHARD M. MCAULIFFE) LOBBYIST ?

Entity

Entity Name: Sunshine Corporation

Last Name: Rope

Email Address: sdicola@sos.ri.gov

Nature of Entity's Business: For Profit

First Name: Anthony

Topics

Topic

Health Care

Certification

I UNDERSTAND THAT THIS REGISTRANT MAY NOT ENGAGE IN ANY LOBBYING UNTIL IT RECEIVES APPROVAL FROM THE OFFICE OF THE SECRETARY OF STATE

I/We do hereby swear, under penalty of false statement that:

1. I am authorized to submit this registration with the Rhode Island Secretary of State on behalf of this Registrant.

2. I have personally reviewed the information herein and the information contained in any attachments hereto.

3. The information contained in this form and all of the attachments hereto (if any) is true, correct, and complete to the best of my knowledge, information, and belief.

4. If I am a lobbyist, I hereby swear to the information contained herein, as well as the information contained in any attachments hereto, as true, correct, and complete.

Accept

Decline

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Lobbying Reports

- **Monthly Reports**

- Required for all legislative lobbyists
- Due the 15th of each month.
- January and February reports are combined, due March 15
- Lobbyists, entities and firms are required to file.
- Include any expenses \$25.00 or more.
- Any campaign contributions over \$100.00 to State and Municipal candidates or PAC's
- Any legislation being followed.

- **Final Reports**

- Required for all legislative lobbyists
- Due no more than 30 days after adjournment or termination of services.
- Lobbyists, entities and firms are required to file.
- Is a summary of all legislation, expenses and contributions made for the year that has already been reported in your monthly reports.

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Lobbying reports cont'd

- **Annual Reports**

- Required for all legislative lobbyists entities and firms.
- Due by January 15th of the following year.
- Includes any monies or anything of value exceeding \$250.00 in the aggregate provided to or given to a major state decision maker.
- (Example: Car insurance purchased from a legislator or his/her business, luncheons held at a legislator's restaurant, a legislator is employed by the entity)
- Copy to be sent to Ethics Commission and to any state decision maker reported.

- **Executive Reports**

- Required for all executive lobbyists.
- Due on July 30th and January 30th of each year.
- Lobbyists, entities and firms are required to file.
- Include any expenses \$25.00 or more.
- Any campaign contributions over \$100.00 to State and Municipal candidates or PAC's

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How to file an expense

- You will need to fill out all fields as required.
- When you have filled out the form, click the add button.
- You will see the expense listed on the bottom of the page.
- You can continue you add expenses using the form.

If you have entered an expense but you need to change it, click on the edit button. This will bring you to the input form with the information about the expense. Make and changes you need to and click update the button.

- If you entered an expense, but you want to delete it, click the “x” button. Please note that you cannot delete an expense after it has been filed on a report, but you may amend the report
- Remember, the expense page will only show expenses that fall within the date range of the current session.

EXPENDITURES WELCOME! TOM BRYERS (Time Warner) ENTITY ?

Enter Expenditure Information

On Behalf of:

Payee Type:

Payee:

Location:

Date:

Amount: \$

Benefactor:

Reason:

PayeeType	Payee	Date	Benefactor	On Behalf Of	Amount	Actions
Legislative	USPS	02/19/2014		Venkatq Talatam(Legislative) For Time Warner	\$49.00	<input type="checkbox"/> <input type="checkbox"/>

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How to file a contribution

- All campaign contributions in excess of one hundred dollars (\$100) to state and municipal elected officials and state political action committees must be filed within the monthly reports.
- All required fields must be completed.
- If you are an executive and legislative lobbyist, then the contribution must be reported on both reports.

CONTRIBUTIONS WELCOME! STACY DICOLA (Stacy DiCola) LOBBYIST ?

Enter Contribution Information

Payee Type:*

Payee:*

Amount:* \$

Date:*

Benefactor:*

Location:

Payee Type	Payee	Date	Benefactor	Amount	Actions
Legislative	Friends of the General Assembly	02/18/2014	General Assembly	\$101.00	



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How to add legislation

- To enter information by bill number, click “bills” on the left side of your screen
- Enter the bill number
- Select whether you promote, oppose or take no position on the bill
- Select the Lobbyist/Entity the bill is related to in the relationship field
- Click the “add” button

BILLS

 WELCOME! RICHARD M. MCAULIFFE JR. (Richard M. McAuliffe Jr.) LOBBYIST 

Enter Bills

Relationship:*

Bill Number:*

Note: Please type at least 3 numbers

Stance:*

Add **Clear**

Bill Number	Stance	Bill Type	Relationship	Actions
H7428	Promote	House Bill	Richard M. McAuliffe Jr.(Executive & Legislative) Of Mayforth Group For Rhode Island Radiology Society	 



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How to add a topic

- To add a topic, click “Topics” on the left side of your screen
- Enter the topic
- Select the Lobbyist/Entity the topic is related to in the relationship field
- Click the “add” button

TOPICS

 WELCOME! STACY DICOLA (Stacy DiCola) LOBBYIST 

Enter Topic

Relationship:* Stacy DiCola(Executive & Legislative) For Sunshine Corporation ▼

Topic:*

Note: Please type at least 3 characters

Add

Clear

Lobbyist Seminar



UNFILED TRANSACTIONS/FILE REPORT

 WELCOME! STACY DICOLA (Stacy DiCola) LOBBYIST 

Search By

Session:*





Report:*

Relationship:

Search

Clear

- Contributions and Expenditures

Date	Payee	Benefactor	Type	Amount	Actions
02/19/2014	USPS		Expenditure	\$50.00	 
02/18/2014	Friends of the General Assembly	General Assembly	Contribution	\$101.00	 

- Bills

No records found.

- Topics

Select	Topic	Relationship	Actions
<input checked="" type="checkbox"/>	Health Care	Stacy DiCola(Executive & Legislative) For Sunshine Corporation	 

Preview Report

[Home](#) | [Send Feedback](#)

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Edited filing

PREVIEW REPORT

WELCOME! STACY DICOLA (STACY DICOLA) LOBBYIST ?

Contributions and Expenditures

Date	Payee	Benefactor	Type	Amount
2/19/2014	USPS	-	Expenditure	\$50.00
2/19/2014	USPS		Expenditure	\$49.00
2/18/2014	Friends of the General Assembly	General Assembly	Contribution	\$101.00

Topics

Topic	Relationship
Health Care	Stacy DiCola(Executive & Legislative) For Sunshine Corporation

Deleted filing

PREVIEW REPORT

WELCOME! STACY DICOLA (STACY DICOLA) LOBBYIST ?

Contributions and Expenditures

Date	Payee	Benefactor	Type	Amount
2/19/2014	USPS	-	Expenditure	\$50.00
2/19/2014	USPS		Expenditure	\$49.00
2/18/2014	Friends of the General Assembly	General Assembly	Contribution	\$101.00

Topics

Topic	Relationship
Health Care	Stacy DiCola(Executive & Legislative) For Sunshine Corporation

File to State

Cancel

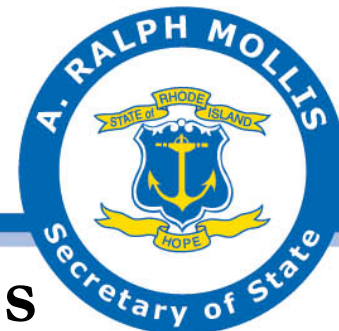


How to file a report

- After entering your report information select “unfiled transactions/file report” from the left hand side of your screen.
- Select the session your are filing for
- Select the report you want to file from the list of available reports
- To file select “preview report”
- Then select “File to State”

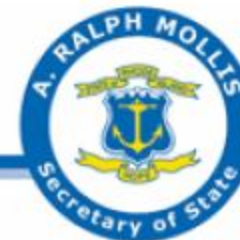
- You can select the specific relationship to see what information you have entered for that specific relationship.

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Preview of filed report without changes

Secretary of State 2014 Final Report



Entity Information

Name :	Sunshine Corporation	Phone No :	4012222222
Email :	sdicola@sos.ri.gov	Address :	412 My Way Providence, RI 02920
Last Filed Date :	02/20/2014		

Expenditures

Date	Payee	Benefactor	Type	Amount
02/05/2014	Annie Walker		Expenditure	\$ 100.00

Topics

Topic	Relationship
Health Care	Stacy DiCola(Executive & Legislative) For Sunshine Corporation




How to amend a report/filing

- Click “Amend filed transactions” from the left side of the screen
- Select the report you would like to amend
- Additional bills, topics, contributions and expenses are entered by selecting the appropriate button
- Add the information, select “add”
- You can also edit previous entries by selecting the “edit” button next to the entry.
- When finished editing/adding select “preview”
- Select “file to State” to submit amended report

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AMEND FILED TRANSACTIONS

 WELCOME! STACY DICOLA (Stacy DiCola) LOBBYIST 

Search By

Session:*





Report:*

Relationship:

Search

Clear

- Contributions and Expenditures

Date	Payee	Benefactor	Type	Amount	Actions
02/19/2014	USPS		Expenditure	\$50.00	 
02/18/2014	Friends of the General Assembly	General Assembly	Contribution	\$101.00	 

- Bills

No records found.

- Topics

Select	Topic	Relationship	Status
<input checked="" type="checkbox"/>	Health Care	Stacy DiCola(Executive & Legislative) For Sunshine Corporation	Filed

New Contribution

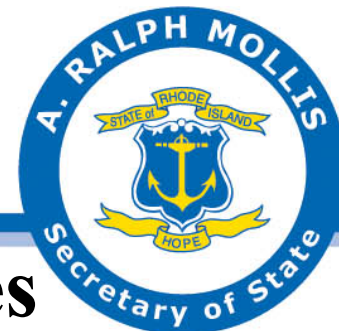
New Expenditure

New Bill

New Topic

Preview Report

Lobbyist Seminar



Preview of filed report with changes

Secretary of State 2014 Final Report



Lobbyist Information

Name :	Stacy DiCola	Phone No :	4012223983
Email :	sdicola@sos.ri.gov	Address :	82 Smith St. Providence, RI 02920
Last Filed Date :	02/19/2014		

Expenditures

Date	Payee	Benefactor	Type	Amount
02/19/2014	USPS		Expenditure	\$ 50.00
02/19/2014	USPS		Expenditure	\$ 49.00
02/18/2014	Friends of the Gener	General Assembly	Contribution	\$ 101.00

Topics

Topic	Relationship
Health Care	Stacy DiCola(Executive & Legislative) For Sunshine Corporation

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How to view filed reports

- Select “view filed reports” from the left side of the screen
- Click the preview button next to the filed report
- If you have filed amendments to the report you can select the “+” to expand the filings for each report
 - It will show you the status of each report
 - You can preview each version of the filed report

VIEW FILED REPORTS



 WELCOME! STACY DICOLA (Stacy DiCola) LOBBYIST 

Search By

Session:*

Search

Clear

Report	Status	Filing Date	Action
<input type="checkbox"/> 2014 Final Report	Amended	02/19/2014	
Status			
Original		02/19/2014	

Lobbyist *Seminar*



Are there any questions?

Thank you for coming!

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If you have any questions in the
future please feel free to call Public
Information at 401-222-3983